

1 **MINUTES FOR THE JOINT MEETING OF THE PLAN COMMISSION &**
2 **THE ECONOMIC DEVELOPMENT COMMITTEE**
3 **TUESDAY, JANUARY 26, 2016**
4 **Sister Bay Village Hall – 10693 N. Bay Shore Drive**
5

6 The January 26, 2016 joint meeting of the Plan Commission and the Economic Development
7 Committee was called to order by Plan Commission Chair and Economic Development
8 Committee member Dave Lienau at 5:31 P.M.
9

10 **Present:** Plan Commission Chair and Economic Development Committee member Lienau, Plan
11 Commission members Scott Baker, Nate Bell, Don Howard and Marge Grutzmacher, Economic
12 Development Committee Chair Larry Gajda, and Economic Development Committee members
13 Dan Mortier and Denise Bhirdo.
14

15 **Excused:** Plan Commission member Eric Lundquist, and Economic Development Committee
16 member Mike Flood.
17

18 **Absent:** Economic Development Committee member Jimmy Grasse.
19

20 **Others:** Ron Kane, Greg Casperson, Bill Becker, Keith Garot, Steve Thomas, Al Gokey, Jennie
21 Bexel, Stan Wilson, Nicki Scharrig, Michele Notz, Rob Zoschke, John Sawyer, Tim Erskine and
22 two other individuals.
23

24 **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz
25

26 **Comments, correspondence and concerns from the public:**

27 Lienau noted that no new correspondence had been received, and then asked if anyone wished
28 to comment regarding a non-agenda item.
29

30 Rob Zoschke asked that the Economic Development Committee look into the possibility of
31 providing free WiFi services throughout the Village.
32

33 Denise Bhirdo indicated that she would like to comment on a Plan Commission agenda item,
34 and Lienau responded that she would be allowed to do that when the item was addressed
35 during the meeting.
36

37 **Approval of the agenda:**

38 *A motion was made by Gajda, seconded by Howard that the Agenda for the January 26, 2016*
39 *joint meeting of the Plan Commission and the Economic Development Committee be approved*
40 *as presented. Motion carried – All ayes.*
41

42 **Approval of minutes as published:**

43 **As to the minutes for the December 15, 2015 joint meeting of the Plan Commission and the**
44 **Economic Development Committee:**

45 *A motion was made by Bhirdo, seconded by Gajda that the minutes for the December 15,*
46 *2015 joint meeting of the Plan Commission and the Economic Development Committee be*
47 *approved as presented. Motion carried – All ayes.*
48
49

As to the minutes for the January 12, 2016 meeting of the Economic Development Committee:

A motion was made by Bhirdo, seconded by Gajda that the minutes for the January 12, 2016 meeting of the Economic Development Committee be approved as presented. Motion carried – All ayes.

Business Items:

1. Review of architectural and site plan proposals for a new development on “the Braun Property”; consider a motion to make a recommendation to the Village Board concerning approval:

The members of the Economic Development Committee have met a number of times to discuss potential development on the property which is commonly referred to as “the Braun Property”. At some of those meetings the members of the Plan Commission as well as several citizens were present, and eventually Steve Thomas was asked to prepare the site plan which was presented this evening. That plan allows for mixed uses and contains the following elements:

- *The property is squared off;*
- *The Bowl’s parking lot is attached to the new parking lot;*
- *There is a large structure on the back corner of the property;*
- *Only one or two story buildings are depicted in the frontage area;*
- *There is public space with walking paths and public art areas on the property;*
- *The main entrance to the development is at the corner of Mill Road and N. Bay Shore Drive;*
- *A visitor information booth/kiosk is situated along N. Bay Shore Drive;*
- *There is a pathway within the development which allows access to the Library gardens; and,*
- *There is an access road on the south side of the property abutting the Bowl property.*

Thomas was present and explained the various portions of the plan. The average retail shop within the proposed development will be 1,000 to 1,200 square feet in size.

Bhirdo indicated that she believes Thomas incorporated all the committee members’ ideas into the site plan very well, but is concerned about the large amount of green space that is depicted on the plan. She also believes a Condominium Owner’s Association should be created so that the Village will not be responsible for upkeep of the green space, and does not believe 1,000 to 1,200 square feet is a sufficient amount of space to operate a retail establishment out of. Gajda agreed.

Grutzmacher noted that if one of the buildings on Mill Road were to be eliminated a driveway could be created in that area, and, therefore, more buildings could be constructed within the proposed development.

A motion was made by Gajda, seconded by Bhirdo that the Plan Commission recommends that the site plan which was presented by Steve Thomas at this meeting be approved on the condition that some of the buildings along Mill Road and N. Bay Shore Drive be expanded to allow for retail space of 1,400 to 1,500 square feet, thus shrinking the amount of green space within the proposed development. Motion carried – All ayes.

2. Adjournment of the joint meeting of the Plan Commission and the Economic Development Committee and excusal of the members of the Economic Development Committee:

At 6:02 P.M. a motion was made by Bhirdo, seconded by Mortier that the joint meeting of the Plan Commission and the Economic Development Committee be adjourned. Motion carried – All ayes. At that point the members of the Economic Development Committee were excused. A brief recess was then taken and the Plan Commission members reconvened at 6:13 P.M.

3. Public Hearing on a CSM for Parcel No. 181-00-08312812M, which property is located on Canterbury Lane, but bears an address of 10560 Applewood Road and is commonly referred to as “The Canterbury Extension”; discussion regarding a proposed CSM; and consider a motion to recommend approval to the Village Board:

At 6:14 P.M. Lienau called the public hearing on a request for a CSM for Parcel No. 181-00-08312812M, which property is located on Canterbury Lane and is commonly referred to as “The Canterbury Extension” to order.

As a condition of development the Village required Scandia Village (SCAND) to include a public road in their expansion plans. A CSM, which is the mechanism for accepting that road, was included in the meeting packets.

Lienau asked if anyone wished to comment regarding the proposed CSM.

Michele Notz, the Administrator of Scandia Village, indicated that she wanted to publicly thank Village officials for seeing that the streets within Scandia Village are plowed. She also asked if the Village has any plans for creation of an additional road which would allow for alternate ingress and egress points to and from Scandia Village.

Lienau responded that there is no exact time table for installation of an additional road in that area, but the Village does intend to see that such a road is created at some point in the future.

At 6:39 P.M. Lienau asked if anyone else wished to comment, and when no one responded he declared that the public hearing was officially closed.

A motion was made by Grutzmacher, seconded by Baker that the Plan Commission recommends that the CSM for Parcel No. 181-00-08312812M, which property is located on Canterbury Lane, but bears an address of 10560 Applewood Road and is commonly referred to as “The Canterbury Extension”, be approved as presented. Motion carried – All ayes.

Item No. 4. Discussion regarding an amended Development Agreement for the Good Samaritan Society, d/b/a SCAND; consider a motion for action if necessary:

A draft of an amended Development Agreement for the Good Samaritan Society, (d/b/a SCAND), was included in the meeting packets and the Commission members jointly reviewed that document. Complaints were received about light pollution from Light #7, which is at the corner of the Canterbury Extension, and, therefore, the management of SCAND was asked to install a shroud and a dimmer on that light. That has helped considerably. The amended Development Agreement indicates that the Good Samaritan Society will have no obligation to install the six street lights which are shown on Exhibit A, and also addresses the issues with Light #7.

Denise Bhirdo agreed that the shrouding and installation of a dimmer on Light #7 has helped, but pointed out that Light #10 also shines into her residence, which is problematic. Bhirdo

1 asked that this problem also be addressed in the amended Development Agreement as the
2 Village's light pollution regulations are being violated.

3
4 Michele Notz stated that she is concerned that light pollution is occurring, but expressed
5 concerns about the cost of the additional work, and the suggestion was made that the Village
6 bear the burden of paying for the additional shrouding and installation of a dimmer on Light
7 #10.

8
9 *A motion was made by Grutzmacher, seconded by Howard that the Plan Commission*
10 *recommends that the Development Agreement for the Good Samaritan Society, d/b/a SCAND,*
11 *which was reviewed at this meeting be approved as presented but amended in such fashion*
12 *that it states that the management of SCAND will be required to see that a dimmer and a*
13 *shroud are installed on Light #10, but the Village will actually absorb the cost of those*
14 *alterations, which shall not exceed \$2,500.00. Motion carried – All ayes.*

15
16 **Item No. 6. Discussion on a proposal for wayfinding signage for Scandia Village; consider a**
17 **motion for action if necessary:**

18 Michele Notz and Nikki Scharrig of SCAND presented a Wayfinding Signage Plan for that
19 facility and the Commission members jointly reviewed it. Since the work has been done on the
20 SCAND Expansion Project people are having a hard time finding their way around the SCAND
21 campus.

22
23 *A motion was made by Lienau, seconded by Howard that the Wayfinding Signage Plan for*
24 *Scandia Village which was reviewed at this meeting is approved on the condition that all*
25 *setback requirements must be met when signage is placed and site triangles are not blocked.*
26 *Further, the Highway 57 monument sign must be substantially renovated by May 31, 2016.*
27 *Motion carried – All ayes.*

28
29 **Item No. 7. Public Hearing on a proposed CSM for Parcel No. 181-21-0305, which has been**
30 **assigned an address of 10641 N. Bay Shore Drive and is commonly referred to as "Husby's",**
31 **and an adjacent piece of property - Parcel No. 181-21-0303A which has been assigned an**
32 **address of 10647 N. Bay Shore Drive:**

33 At 6:55 P.M. Lienau called the public hearing on a proposed CSM for Parcel No. 181-21-0305,
34 which has been assigned an address of 10641 N. Bay Shore Drive and is commonly referred to
35 as "Husby's", and an adjacent piece of property - Parcel No. 181-21-0303A, which has been
36 assigned an address of 10647 N. Bay Shore Drive to order.

37
38 John Sawyer, one of the owners of Husby's, intends to purchase the property at 10647 N. Bay
39 Shore Drive, and a proposed CSM which combines that parcel with the Husby's property was
40 included in the meeting packets.

41
42 *At 6:59 P.M. Lienau asked if anyone wished to comment regarding the proposed CSM, and*
43 *when no one responded he declared that the Public Hearing was officially closed.*

44
45 *A motion was made by Howard, seconded by Grutzmacher that the Plan Commission*
46 *recommends that the CSM for Parcel No. 181-21-0305, which has been assigned an address of*
47 *10641 N. Bay Shore Drive and is commonly referred to as "Husby's", and Parcel No. 181-21-*
48 *0303A, which has been assigned an address of 10647 N. Bay Shore Drive, be approved as*
49 *presented. Motion carried – All ayes.*

1 At 7:00 P.M. a brief recess was taken and the Commission reconvened at 7:02 P.M.

2
3 **Item No. 5. Public Hearing on proposed CSM's for Parcel No. 181-42-30001 and Parcel No.**
4 **181-42-40001, which property has been assigned an address of 10604 STH 57 and is**
5 **commonly referred to as the "Harbor View Development", and an associated Planned Use**
6 **Development (PUD) Agreement; discussion on the Harbor View property; consider a motion**
7 **to recommend approval to the Village Board:**

8 *At 7:03 P.M. Lienau called the public hearing on two proposed CSM's for Parcel No. 181-42-*
9 *30001 and Parcel No. 181-42-40001, which property has been assigned an address of 10604*
10 *STH 57 and is commonly referred to as the "Harbor View Development", and an associated*
11 *Planned Use Development (PUD) Agreement to order.*

12
13 Two proposed CSM's for Parcel No. 181-42-30001 and Parcel No. 181-42-4001 as well as an
14 associated Planned Use Development (PUD) Agreement were included in the meeting packets
15 and the Commission members jointly reviewed those documents. The street which is depicted
16 on the CSM's will be private.

17
18 *Lienau asked if anyone wished to comment regarding the CSM's or the PUD.*

19
20 Al Gokey pointed out that some trees have already been removed from the property in
21 question, and he intends to leave removal of any further trees up to the discretion of the
22 persons who actually buy lots within his development.

23
24 *At 7:13 P.M. Lienau asked if anyone else wished to comment, and when no one responded he*
25 *declared that the public hearing was officially closed.*

26
27 *A motion was made by Baker, seconded by Howard that the Plan Commission recommends*
28 *that the CSM's for Parcel No. 181-42-30001 and Parcel No. 181-42-40001, which property has*
29 *been assigned an address of 10604 STH 57 and is commonly referred to as the "Harbor View*
30 *Development", be approved as presented. Motion carried – All ayes.*

31
32 *A motion was made by Baker, seconded by Grutzmacher that the Plan Commission*
33 *recommends that the Planned Use Development Agreement for the Harbor View Development*
34 *which was reviewed at this meeting be approved as presented. Motion carried – All ayes.*

35
36 **Item No. 8. Review of a proposed sign for the Sister Bay Bays to be erected at the Sports**
37 **Complex; consider a motion for action if appropriate:**

38 An artist's rendering of a proposed sign for the Sister Bay Bays was included in the meeting
39 packets and the Commission members jointly reviewed that document. The Bays would like to
40 erect that sign at the Sports Complex. If the Plan Commission approves of the sign a referral will
41 have to be made to the Parks Committee.

42
43 *A motion was made by Grutzmacher, seconded by Baker that the Plan Commission approves*
44 *of the proposed signage for the Sister Bay Bays which was reviewed at this meeting and*
45 *recommends that the Parks Committee likewise approve it. Motion carried – All ayes.*

46
47 **Item No. 9. Review of required parking for "Roots B & B" located on Maple Drive; consider a**
48 **motion for action if appropriate:**

49 Collin Doherty will be purchasing the Inn on Maple and will be naming his new business
50 "Roots B & B". The Zoning Code does allow for parking regulations to be waived or modified

1 in the downtown area, and since parking is very limited in the area surrounding the Inn on
2 Maple, Doherty is proposing that his customers be allowed to utilize the parking spaces on
3 Maple Drive from its intersection with N. Bay Shore Drive to the intersection with Mill Road.

4
5 *A motion was made by Howard, seconded by Bell that the Plan Commission waives the parking*
6 *requirements for "Roots B & B", which is located at 2378 Maple Drive, on the condition that*
7 *the owners of that business must see that parking stripes are painted on Maple Drive from its*
8 *intersection with N. Bay Shore Drive to the intersection with Mill Road. Motion carried – All*
9 *ayes.*

10
11 **Item No. 10. Review of a proposed amendment to the Stony Ridge Development Project;**
12 **consider a motion for action if necessary:**

13 The cost estimates for the Stony Ridge Development Expansion Project came in much higher
14 than anticipated, and, therefore, an amended Development Agreement and a proposed site
15 plan were drafted. Basically the original expansion plan will be scaled back a bit and phasing
16 will be done. The revised documents were included in the meeting packets, and the
17 Commission members jointly reviewed all of them.

18
19 *A motion was made by Baker, seconded by Howard that the Plan Commission recommends*
20 *that the proposed amendments to the plans and the Development Agreement for the Stony*
21 *Ridge Expansion Project which were reviewed at this meeting be approved as presented.*
22 *Motion carried – All ayes.*

23
24 **Item No. 11. Review of a Development Plan for Parcel No. 181-21-0201A and associated**
25 **documents which were submitted by Allen Gokey for the "Old Helm's Cottage Lot" which is**
26 **owned by the Village of Sister Bay; consider a motion to recommend approval to the Village**
27 **Board:**

28 Al Gokey would like to construct a commercial/residential building on the "Old Helm's
29 Cottage Lot". A proposed Development Agreement, a Collateral Pledge Agreement, and related
30 documents were included in the meeting packets, and the Commission members jointly
31 reviewed all of that documentation. There will be a contingency that the Village will convey
32 the property to Gokey subject to secured construction of restrooms with a value of \$125,000 to
33 be dedicated to the public, or a cash settlement. Gokey and his architect, Steve Thomas, also
34 presented building, site and landscaping plans, and during the review process Jackson pointed
35 out that a rain garden is depicted on those plans.

36
37 Jackson noted that the Zoning Code does allow for height limitations, and the Plan Commission
38 will have to make a determination as to whether Gokey's proposed building satisfies those
39 requirements. He also noted that the building will be located in a transition district, so different
40 architectural styles could be allowed.

41
42 Grutzmacher indicated that she just saw the previously mentioned plans this evening and is
43 somewhat "overwhelmed". She also would like to see color and material samples. Therefore,
44 she doesn't feel comfortable making a decision regarding whether the plans are acceptable at
45 this time. Several of the Commission members concurred, and it was the consensus that this
46 matter shall be re-addressed at the February Plan Commission Meeting.

47
48 **Item No. 12. Report by the Zoning Administrator regarding development activities; various**
49 **enforcement actions and issuance of Sign and Zoning Permits:**

50 Jackson gave the following oral report:

- Eagle Mechanical will be moving into Voight's Auto Shop and the owners of that business recently submitted a Sign Permit Application. The proposed signage is compliant, and, therefore, a Sign Permit has been issued.

Item No. 13. Matters to be placed on a future agenda or referred to a committee, official or employee:

A motion was made by Grutzmacher, seconded by Howard that Agenda Item No. 11 – Review of a Development Plan for Parcel No. 181-21-0201A and associated documents which were submitted by Allen Gokey for the "Old Helm's Cottage Lot" which is owned by the Village of Sister Bay; consider a motion to recommend approval to the Village Board, shall be tabled until the February meeting of the Plan Commission. Motion carried – All ayes.

Adjournment:

A motion was made by Grutzmacher, seconded by Howard to adjourn the meeting of the Plan Commission at 8:49 P.M. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Assistant Administrator